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5 June 1956

TO: All D/I Branch Chiefs

FROM: Chief, D/I

SUBJECT: Late Projects

1. All branch projects being submitted for review and publication should be in O/Ch/D/I in final typed draft at least 30 days before the St/PK deadline.

2. When it becomes evident that this 30-day deadline cannot be met, a delay request must be forwarded immediately. Delay memorandums should be addressed to Ch/E, through St/PK, through Ch/D/I. The request should include a revised submission date and an explanation for the delay.

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